

# **Clearfield Area Elementary School**

## **Handbook For Parents and Students 2016-2017**



**Clearfield Area Elementary School  
Post Office Box 710  
700 High Level Road  
Clearfield, Pennsylvania 16830  
Phone: 814-765-5511 (ext.1) Fax: 814-762-8037**

**MRS. MARY MICHAEL SAYERS  
Principal**

**MR. ANDREW J. BRICKLEY  
Assistant Principal**

Board Approved August 22, 2016

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**STUDENT HANDBOOK WAIVER FORM**  
**2016 - 2017**

The mission of the Clearfield Area School District, with the involvement and support of the parents and community, is to provide an educational program that will challenge each student to acquire the knowledge, skills, and personal qualities necessary to become a productive and responsible citizen.

As part of this mission we are providing your child with a comprehensive handbook which includes all of the rules, regulations, rights, responsibilities and all of the pertinent information your child should be aware of to be successful in school this year.

We would ask that you review the handbook with your child so that you will become familiar with the school's rules and procedures.

We would ask that after reviewing the handbook you would detach the bottom part of this form and return it to the school by September 5, 2016.

If at any time you have questions about the school's policies or procedures, please feel free to contact us.

Sincerely,

Mary Michael Sayers  
Principal

Andrew J. Brickley  
Assistant Principal

-----  
**Return this portion by September 5, 2016.**

CLEARFIELD AREA ELEMENTARY SCHOOL  
Handbook Form

Date \_\_\_\_\_

Student Name (please print)\_\_\_\_\_

Teacher or Homeroom\_\_\_\_\_

My child and I have reviewed the 2016-2017 CAE student handbook so that we may become familiar with the Clearfield Area Elementary School's policies and procedures.

Parent Signature: \_\_\_\_\_

## **CLEARFIELD ALMA MATER**

Here's to the praise of Clearfield High,

Here's to its girls and boys!

Here's to the time that's passing by,

Here's to our student joys!

Here's to the school we hold so dear,

Here's to the friendly tie,

Here's to the days of song and cheer,

Here's to old Clearfield High!

### **CHORUS**

Oh Clearfield High, dear Clearfield High,

Thy praise we love to sing!

The songs and cheers as vic'try nears

Through field and halls will ring!

The time will come when songs will fail

When cheers will die away,

But Clearfield High, we still will hail

While mem'ry holds her sway;

But Clearfield High, we still will hail

While memory holds her sway



## **ELEMENTARY PERSONNEL**

### **Superintendent:**

Mr. Terry Struble..... 765-5511 x 6000

### **School Board:**

Larry A Putt .....	President
Mary Anne Jackson .....	Vice President
Philip E. Carr	
Jennifer Hughes	
Susan E. Mikesell	
Tim N. Morgan	
Gail Ralston	
Dr. Michael Spencer	
Randy Pataky	

### **Principal:**

Mrs. Mary Michael Sayers..... 765-5511

### **Assistant Principal:**

Mr. Andrew Brickley..... 765-5511

### **Guidance Counselors:**

Lisa Fletcher.....	765-5511 x1500
Jason Bingaman.....	765-5511 x1500
Gina Albright.....	765-5511 x1500

### **School Nurses:**

Stefanie Sattesahn, RN .....	765-5511 x1601
Pam Johns, LPN Health Assistant.....	765-5511

### **Administrative Assistants:**

Michelle DeHaven.....	765-5511 x1002
Paula Kerr .....	765-5511 x1000
Cindy Mills .....	765-5511 x1001
Caroline Zortman (Guidance Dept.) .....	765-5511 x1500

## **GENERAL INFORMATION**

### **Kindergarten through Grade 6**

Official school day is 8:50 AM to 3:30 PM

**Students are to be in their homeroom by 8:50**

Students may enter the school building at 8:25 AM.

Instruction will begin at 9:00 AM.

**Please do NOT drop your child off prior to 8:25**

## **VISITORS**

All visitors to a school are required to report to the Office before going to any other part of the building. Visitors will be asked to sign in and obtain a visitor's pass. Pre-school age children and non-registered students are discouraged from visiting the schools.

(NOTE: Visitors are considered to be anyone not a student or employee of the school).  
Visitors may not go to a classroom unless accompanied by a school employee.

## **ANIMALS**

Due to health regulations animals (pets) are not permitted in the schools. Exceptions to this for special classes or activities must be cleared through the principal.

## **GUIDANCE SERVICES**

The purpose of the Guidance Program is to help each individual student achieve his/her highest growth mentally, emotionally and socially. The services of the elementary guidance counselors include counseling, educating, parent counseling, referral to appropriate community agencies, and referral for psychological services.

## **ENGLISH AS A SECOND LANGUAGE PROGRAM**

In accordance with the Board of School Directors' philosophy to provide a quality education for all students, the Clearfield Area School District shall provide an appropriate planned instructional program for identified students whose primary language is other than English. The purpose of the program is to achieve English language proficiency for all students.

## **LOST AND FOUND**

All articles found on school premises should be turned in to the school office. These articles will be kept in the lost and found box for thirty (30) days. If the articles are not claimed, they will be given to needy students at other schools and/or donated to Goodwill. Please clearly mark all of your child's belongings!

## **NUISANCE ITEMS/PERSONAL BELONGINGS**

The school assumes no responsibility for student's personal belongings which are lost, stolen or damaged. Personal items not relevant to the educational process such as radios, tape players, CD players, and/or laser lights, pagers, beepers, cellular telephones, printed materials such as cards and magazines, but not limited to, of a non-educational nature, etc., are all considered nuisance items.

## **CELL PHONES**

### **GRADES KINDERGARTEN – 4th**

We do not recommend elementary students in Kindergarten through 4th bringing cell phones to school. If the student must bring a cell phone it **MUST REMAIN OFF AND IN THE BACKPACK** during school hours. If a student is found in possession of a cell phone or one is heard ringing during the day, the phone will be confiscated and the parent(s)/guardian(s) will be notified. The cell phone can be returned to the student at the end of the day. CASD will not be held responsible for any lost, stolen or damaged cell phones.

### **GRADES 5 and 6**

Students in 5<sup>th</sup> and 6<sup>th</sup> grades may have opportunities to use their electronic devices throughout the day. Phones, I-pods and electronic devices will be permitted in the cafeteria and at recess. These devices may be used to play games and listen to music. **THIS IS A PRIVILEGE FOR OUR 5TH AND 6TH GRADERS.** If a student is discovered using the device inappropriately the device will be confiscated, parents will be notified and discipline action will be taken. Use in the classroom is at the discretion of the classroom teacher. **CASD will not be held responsible for any lost, stolen or damaged cell phones.**

## **STUDENT SELLING**

Students are not permitted to sell items to other students and/or teachers. Only PTO and school-sponsored club projects are permitted to be sold. District policy prohibits students from selling anything else in school regardless of how worthy the project might be.

## **INVITATIONS**

We are occasionally asked to distribute invitations to students for private parties (ie: Birthdays, etc.). To help clarify our position on this, listed below is the procedure that will be followed: If all students in a room are involved, we will permit the distribution of invitations. If a girl wishes to invite all the girls or if a boy wishes to invite all the boys, we will permit distribution of invitations.

We will not permit distribution of invitations where only selected students are invited.

## **CHANGE OF ADDRESS - PHONE NUMBER**

At the beginning of each year, parents are asked to complete an emergency procedure card. If at any time the information on this card should change, please call the principal's office and notify us of the change. Demographic changes can be made throughout the year by parents/guardians on the Sapphire parent portal found at [www.clearfield.org](http://www.clearfield.org).

## **USE OF THE TELEPHONE**

Students may use the office or school phones only in case of real necessity with permission by the teacher. Parents calling in should leave a message with teacher/secretary - students are not called out of class. Teachers should be contacted between 8:30 and 9:00 AM and after school from 3:30 to 3:45 PM. Teachers are not to be disturbed during school hours.

## **QUESTIONS - PROBLEMS – CONCERNS**

During the course of the school year, a parent may need some clarification about some aspect of the educational program for his/her child. The beginning step in obtaining the needed clarification is contacting the teacher. Most of your child's involvement with the school is directed by the teacher, who can answer your questions or concerns. If further clarification is needed, then step two is to call the principal.

## **HEALTH SERVICES**

All children in Pennsylvania elementary schools will have their height and weight measured, and then used to calculate their body mass index (BMI). BMI is a screening tool to determine whether or not a child is overweight or underweight. Your child's BMI is strictly confidential and will only be shared with a parent and/or guardian by letter.

Speech, hearing, and vision screenings are completed for each child who registers for kindergarten in the spring to begin school in the fall. Parents will be notified if follow-up care is required. Hearing screenings are mandated for students in grades kindergarten, one, two, three, seven and eleven. Parents will be notified if follow-up care is advised. Vision screenings are mandated for all students each year. Parents will be notified of the results of the school vision screening.

Physical examinations are mandatory for all children in grades kindergarten, sixth, and eleventh. Dental exams are mandatory in grades kindergarten, three and seven. These screenings are conducted at school by the school physician and the school dentist at no expense to the family. These mandated examinations may also be completed by your family physician and/or dentist. Private exam forms will be provided, and are available on the school nurses' webpage, and must be completed and returned to the nurse within the school year.

Please understand that our nurses do screenings only. If you believe your child has a problem we have not detected, you should arrange for medical treatment.

## **HEALTH PROBLEMS:**

If your child has any health problems or health concerns that arise throughout the school year, please notify the school nurse (and your child's teacher if you would like your child's teacher to be informed). Please be sure to report any communicable diseases to the school nurse.

## **PROCEDURE FOR EXCLUSION OF STUDENTS WITH PEDICULOSIS (HEAD LICE)**

### **Pediculosis (Head Lice) Policy**

When either a parent or teacher/support staff suspects lice infestation of an individual child, the school nursing staff will examine that child. If the child is found to have lice/nits, the parent will be contacted by the school nursing staff so that the parent can make arrangements for the appropriate treatment. The child must be treated prior to returning to school the following day. The school nursing staff will follow up as necessary.

## **MEDICATION PROCEDURES**

School nurses/Health assistants, when available, will administer medication to students. If the nurse/health assistant is not available, the teacher may supervise the student's self-administration of medication. In order to protect our staff from legal implications, medications will be administered/supervised **only** under the following guidelines.

1. A parent medication permission slip must be submitted with the medication. A written order from the student's physician is also required for all prescription medications. (See Appendix B for the form). Information to be included: child's name, doctor's name, name and dose of medication, time to be taken and any special instructions.  
  
If the medication changes, new parent permission slip and new written doctor's orders **must** be submitted to the nurse.
2. Multiple day dosages of tablet form of medication will be accepted. For liquid medications, an extra prescription bottle may be obtained from your pharmacist.
3. All medication must be in the prescription or over the counter bottle labeled by the pharmacy or manufacturer. No medication will be administered from baggies.
4. Inhalers may be carried by the student if deemed necessary by the physician. **Parent must complete the medication form located in the handbook and submit it to the school nurse. Written doctor's orders must also be submitted to the school nurse.**
5. All over-the-counter medications (ex: Tylenol, Advil, Mylanta, etc.) must be supplied by the parent/guardian with written permission to dispense. **Herbal**

**and/or dietary supplements will not be given during the school day.**

6. Upon arrival at school, the child will give medication(s) to the school nurse/health assistant or teacher.
7. The school nurse has epinephrine (Epi-Pen) available for undiagnosed anaphylaxis (life threatening allergic reaction). If you do not want your child to receive this life saving medication in an emergency please notify the school nurse in writing.

**Your cooperation in this matter is imperative for the safety of all students.**

If you have any questions concerning your child's medication, please contact your school nurse. Testing for any medical condition such as diabetes that is required during the school day will be done under the supervision of the school nurse/health assistant. Supplies for such tests must be furnished by the parents.

### **CARE AND RELEASE OF SICK AND INJURED CHILDREN**

Unless a pupil's life is obviously in danger, and/or immediate aid is necessary, the parents of the pupil will be consulted before any major treatment or disposition is arranged. If a dire emergency exists, the child will be taken to the hospital by ambulance, and efforts to contact the family will be continued.

If an emergency situation does not exist, the child will be retained in school until transportation arrangements can be made. The responsibility of transportation rests with the parents. The principal, teacher or school nurse will notify the parent that the child is injured or ill. Provisions should be made by the parent to care for sick children if parents work. Under no circumstances should you leave school because of illness without reporting to the nurses' office. No student may use the pay phone, cell phone, or classroom phone to call a parent/guardian to come pick him or her up because they do not feel well. The school nurse will notify parents/guardians to send ill students home. Any student leaving the building without permission from the school nurse must see a doctor and return with written notification from the doctor/physician's assistant or the day(s) will be counted as "unlawful".

### **HOMEBOUND INSTRUCTION**

Homebound instruction is provided for students who are absent two or more consecutive weeks with an ongoing medical condition or concern. This absence must be due to illness or injury and requires a written doctor's prescription.

Parents who feel their child would qualify for this program should contact the school's principal and the school psychologist.

### **IMMUNIZATION REQUIREMENTS**

Students must have the following immunizations in order to attend school:

4 Doses of DTP, Td or DT Vaccine [Diphtheria (D), Tetanus (T), Pertussis (P) given 4 weeks apart]. 4th Dose must be on or after the 4th birthday.

3 Doses of Oral Polio Vaccine (OPV) or Salk Polio Vaccine (IPV) given 4 weeks apart.

3 Doses of Hepatitis B Vaccine, properly spaced.

The following vaccines are administered at 12 months of age or older:

2 Doses of Live Attenuated Measles Vaccine or a blood test showing immunity. (Second dose preferably given as MMR.)

1 Dose of Live Rubella Vaccine or a blood test showing immunity.

1 Dose of Live Mumps Vaccine or a signed physician statement stating that the child had the disease.

2 Doses of Varicella (Chickenpox) vaccine or proof of immunity by laboratory testing, or a written statement of history of chickenpox disease from a parent, guardian or physician.

**Medical Exemption:** Children need not be immunized if a physician or his designee provides a written statement that immunization may be detrimental to the health of the child.

**Religious Exemption:** Children need not be immunized if the parent, guardian or emancipated child objects in writing to the immunizations on religious grounds or on the basis of a strong moral or ethical conviction similar to a religious belief.

Students may be admitted to school provisionally for an eight (8) month period if they can provide proof of 1 DTP or Td, 1 OPV, 1 MMR (measles, mumps, and rubella), 1 Hepatitis B vaccine and 1 Varicella vaccine or proof of immunity.

## **KINDERGARTEN AND FIRST GRADE REGISTRATION**

All children enrolling in kindergarten for the first time must be five years old on or before August 31st of the school year and provide proof of immunization against the following diseases: diphtheria, tetanus, polio, measles, mumps, rubella, hepatitis B, and varicella (chickenpox). Proof of one of each of the immunizations listed is required before entering school.

Students entering the first grade for the first time must be six (6) years old on or before August 31st of the school year.

Registration for children entering kindergarten and first grade is held in the spring of each year. Notices are sent to parents and published in the news media prior to registration dates, specifying procedural information. Children who have attended kindergarten do not need to register for first grade.

The Clearfield Area School District requires the following information for registration:

1. State birth certificate or other valid proof of age.
2. Record of immunization.

All pupils who move into the Clearfield Area School District should contact the elementary school office:

Clearfield Area Elementary School: 765-5511 x1000

## **GRADING SYSTEM AND PROGRESS REPORTS TO PARENTS**

The kindergarten students receive progress reports at the end of each twelve (12) week session. The progress report envelope is to be signed by the parent and returned to school the following day.

Grade one through six students receive progress reports at the end of each nine (9) week session. The progress report envelope is to be signed by the parent and returned to school the following day. The first three progress reports will be given to the students to take home. The last progress report will be mailed home.

Any child who is experiencing academic/social problems will be referred to the child study team or instructional support team and the parents will be notified.

## **HOMEWORK**

Homework should reinforce or enrich the learning experience of the classroom. Homework assignments should accomplish one or more of these purposes:

1. Provide preview or review of class activities.
2. Provide reinforcement or enrichment of the learning experience.
3. Provide systematic practice.
4. Provide pupils with opportunities for original or creative work.
5. Provide appropriate research for exploration of special interests.
6. Homework will not be used to exercise discipline.
7. Parents should have the responsibility of making sure their child(ren)'s homework is completed.

### **Clearfield Area School District Acceptable Technology Use Policy**

Please refer to CASD Policy 815 or under the Technology Dept. tab on our district website. [www.clearfield.org](http://www.clearfield.org)

Note: All technology is property of the Clearfield Area School District and operates under the current Acceptable Technology use policy.



## **ELEMENTARY MUSIC**

### **String Program (Grades 3 & 4)**

Currently, beginning band students are encouraged to attend the Summer Music Session held for two weeks in June immediately following the close of the school year. Students receive instruction on their instrument from certified music educators.

Upon the beginning of the following school year, students will receive weekly music instruction on their instrument, as well as participate in beginning band. Concert(s) will be scheduled to showcase the students' progress.

### **Instrumental Program (Grade 4)**

In the spring of each year, fourth grade students are visited by the band director and instrumental music students. These students perform on their respective instruments to give the fourth grade students a representation of the different beginning band instruments. Students are then given a form to return that will list the preference choices by each student. The teacher then returns and gives each student the opportunity to try the various mouthpieces to determine what instrument might be the best fit for the student. Students are permitted to use a school instrument for one school year. If a student already has access to a musical instrument, he/she would not need use of a school instrument and is welcome to participate.

## **FOOD SERVICE PROGRAMS AND PROCEDURES**

The cafeteria is provided for the convenience of the students. However, in order to promote conduct that is consistent with other established policies, the following guidelines must be followed:

1. During the time that a student is assigned to eat lunch, he/she may not be anywhere else in the building without specific permission from the Principal.
2. All students, including those bringing their lunches are required to eat in the cafeteria. All students will remain in the cafeteria until the end of their lunch period.
3. Students must exercise care in handling of utensils and equipment and are obligated to reimburse the school district for items that might be accidentally broken. When lunch is completed, the trays are to be taken to the dishwashing area, where any remains are to be placed in the receptacles provided.
4. **Students must clean up anything that is dropped or spilled, either on the table or on the floor.**
5. Please enter the cafeteria at the designated area. Line jumping is not permitted. Courteous behavior is expected.
6. At no time during school hours will any open beverage containers be permitted anywhere in the building except the cafeteria.
7. Inappropriate behavior or disregard of cafeteria regulations will result in disciplinary action being taken which might include depriving a student the privilege of its use.
8. Students caught throwing objects in the cafeteria may be **suspended**.

9. Due to the Health Regulations and the health and safety of the students, the sharing of food is not permitted.

## SCHOOL LUNCH AND BREAKFAST PROGRAM

Clearfield Area Schools offer school meals under the National School Breakfast/Lunch Program.

Free & Reduced Meal Applications will be sent home for each student and parents are encouraged to apply. If you do not receive an application or have questions about its completion, please call the food service office at (814) 765-5511 ext. 2700.

You can apply online by going to COMPASS at [www.compass.state.pa.us](http://www.compass.state.pa.us) or you can continue to use the paper “Household Meal Benefit Application” if you prefer. If you apply for free or reduced price school meals through COMPASS, you ***do not*** need to submit a paper application.

The Clearfield Area Schools’ lunch and breakfast programs operate on a pre-paid system where an account is kept for each student. The serving of unpaid meals will be limited to three (3) meals. 4<sup>th</sup> through 12<sup>th</sup> grade students with a zero or negative balance will be allowed to take a “qualifying meal” (charged to their account); however, they will not be allowed any extra items. Once a student reaches the negative equivalency of three (3) meals, he/she will need to settle their account prior to being served any further meals. If a student has reached the negative limit of 3 meals and is unable to settle their debt, a peanut butter & jelly sandwich, apple, and milk will be offered to the student. Parents please know that you will be responsible for any and all debts accrued by your child(ren).

**Kindergarten, First, Second, and Third grade students will never be denied a meal due to unpaid accounts; however, a charge will continue to accrue throughout the school year. Again, parents please know that you will be responsible for any and all debts accrued by your child(ren).**

Students or parents may ask about their balance status at any time by calling the Food Service Office at 765-5511 ext. 2700.

## PAYMENTS

The Food Service Department uses Heartland School Solutions software in all of its food service operations. [www.myschoolbucks.com](http://www.myschoolbucks.com) is a secure, family friendly system for online prepayments that integrates with the Heartland software.

To take advantage of this feature, you will need to log onto [www.myschoolbucks.com](http://www.myschoolbucks.com) to create your account. You will need to know your child’s 10 digit student ID number (not their PIN) to create the account. If you do not know your child’s student, call us at the Food Service Office at 765-5511 ext. 2700.

If you do not wish to pay online, envelopes will be provided for making deposits into the student's account. Please fill out all of the required information on the envelope. It is imperative that payments be clearly marked and completely identified so that the payment can be applied to the correct account. **We strongly recommend paying by check. The C.A.S.D. Food Service Department will not be responsible for any lost cash payments.**

We ask that each student make individual payments at their respective schools. For accounting and auditing purposes, payments need to be made at the location that meals will be served.

**Please make all checks out to Clearfield Schools Food Service.**

### **MEAL PRICES FOR 2016-2017**

Students who have a current application on file and qualify for FREE meals may receive one free reimbursable breakfast and lunch per day. This does not include any extra items such as extra milk, second entrée, etc. "FREE" students must still pay for extra items taken.

Students who have a current application on file and qualify for REDUCED meals may receive lunch for \$.40 and breakfast for \$.30. Again, extra items are not included and must be purchased when a student chooses to take them.

Meal Prices (Students who do not qualify for free or reduced)

	Jr-Sr High School	Elementary School
Lunch	\$2.60	\$2.50
Breakfast	\$1.65	\$1.60
Milk	\$ .65	\$ .65

Please note that an ala carte price list will be posted for all items.

### **Elementary Early Dismissals**

Elementary students will have a one-hour early dismissal (**2:30 PM**) on the dates listed below. These dates are for dismissals for a *holiday*.

Wednesday	November 23, 2016
Monday	December 23, 2016
Tuesday	April 11, 2016

Elementary students will be dismissed at **1:45** on the dates listed below due to CAE teacher collaboration and planning.

Wednesday	September 21, 2016
Wednesday	October 19, 2016
Wednesday	January 25, 2017
Wednesday	March 15, 2017
Wednesday	May 3, 2017

**No School** for Elementary students for Act 80/Teacher In-Service;

Monday	October 10, 2016
Thursday	November 10, 2016
Friday	November 11, 2016
Monday	February 20, 2017
Wednesday	April 12, 2017

Last day of school will be Friday, June 2, 2017 (This may change depending on “snow days”)

### **SCHOOL DELAYS/EARLY DISMISSALS OR CLOSINGS BECAUSE OF WEATHER CONDITIONS**

In the event of inclement weather, it can become necessary to alter the school day. It is extremely important that you listen to your radio and TV for any change in the school schedule. The following radio and TV stations broadcast information concerning the Clearfield Schools:

WCPA-AM Clearfield 900	WQYX-FM Clearfield 93.1	WOKW-FM Clearfield/C-Ville 102.9	WFGY-FM Altoona (Froggy 98)
WGMR-FM Tyrone	WPHB-AM Philipsburg	WDBA-FM DuBois	WCED-AM DuBois
WTAJ-TV10	WJAC-TV6	WWCP-TV8	

### **Delayed Starts:**

A two-hour delay may be used to ensure safe travel of our school buses. A two-hour delay means the bus will arrive at your child's stop two hours later than usual.

### **Early Dismissal Because of Weather:**

Weather conditions occasionally require an early dismissal for students. These are announced over the local radio stations and television. In addition, you will be contacted using the "Sapphire parent/student notification system".

For elementary school children, please let your child's teacher know in advance if you have special arrangements for your child on these days. This information can be put on the emergency card or on a separate note to the teacher early in the year. "When school is dismissed early because of bad weather conditions, my child should-----."

**Please do not call the school to confirm radio announcements or remind children of arrangements.**

In the elementary, if an emergency message is needed, it should be brief and include the child's teacher's name. Phone messages should be made before school starts so you can speak with the child's teacher. During the school day, most messages are taken by personnel who do not know you. For the security of your child, a call may need to be returned to you to verify information.

## **ELEMENTARY ATTENDANCE**

### **Compulsory Attendance Ages:**

Any person eight (8) years of age and under seventeen (17) years must be enrolled in a suitable program of education as determined by the district superintendent of schools and is responsible under the compulsory attendance ages (Section 1326, Pa. School Code of 1949, Chapter 11). Once a child is enrolled in school, compulsory attendance laws must be followed.

### **Absences and Excuses:**

It shall be the duty of the principal or school secretary to require that all legal student absences be excused by written request (setting forth the particulars), and signed by the responsible adult or emancipated minor. All other absences shall be illegal and/or unexcused.

For attendance purposes, the Clearfield Area School District will consider any student entering school more than two (2) hours after the start of school or leaving two (2) hours before the end of the school day shall be considered absent for one-half (1/2) day.

- (1) All excuses must be submitted to the office within three (3) days after returning to school. Any absences unaccounted for after that time will automatically be considered unlawful. The form provided with this handbook should be used. (Appendix A). Additional excuse forms are available on the school's website.
- (2) Correspondence may come to you regarding any illegal absences and/or days missed. Students with demonstrated irregular and/or chronic absenteeism may be required to have an excuse from a doctor for every excused day thereafter. A "sick excuse" will not

be accepted if the student has been shopping, visiting school or friends, and generally not confined.

- (3) First Attendance Letter – On the 6<sup>th</sup> day of cumulative absence, a letter shall be sent to the parents/guardians regarding the school district's concern with the student's attendance.
- (4) Second Attendance Letter – On the 10th day of cumulative absence, a certified letter will be sent to the parents/guardians indicating that the student will be required to furnish a doctor's excuse for any days absent from this point on.

Absences not covered by a doctor's note will be charged as unlawful or unexcused (if over 17) and will be used in filing a citation with the magistrate. An administrative hearing can be requested to appeal this action within ten (10) days of the receipt of this letter.

- (5) First Offense – When the third unlawful (under 17) absence occurs, the principal or his designate shall promptly and officially serve an "Official Notice of Absence" to the parents. The notice shall clearly state the specific date(s) of absence.
- (6) Second Offense (Arrest) – (Under 17) – In compliance with Section 1326, 1327, 1333, 1354, and 1355 of the School Laws of Pennsylvania, the principal shall enforce the law within his/her jurisdiction. A second offense is defined to mean either another unlawful absence or continued unlawful absence after the "First Offense" has been served to the responsible parent, guardian, or emancipated minor. Any unlawful absence after a first offense will result in a citation being issued by the magistrate and a referral to the Clearfield County Children and Youth Services. This referral will result in an informal hearing to be held by Children and Youth Services.
- (7) Tardiness – Students arriving late to school will be charged with a tardy. **PLEASE NOTE: Tardies quickly accumulate into an unlawful day.** (7 unlawful tardies = 1 unlawful absence).
- (8) Absence for other reasons (other than death in the family, sickness, actual emergency, or as excused by the superintendent), shall be recorded as unlawful (helping at home, hunting, hairdressers, etc.). The student shall not be given credit for any work missed.
- (9) Students may be excused upon legal parental request for a bonafide holiday of instruction in their religion consistent with established School Board procedure on religious holidays.
- (10) Temporary truancy (not being in the assigned location after reporting to school) may be made up during or after school hours, at a rate of two (2) hours for every one (1) hour or major portion missed. In addition, the student shall not be given credit for any work missed.
- (11) No student may be released to leave the school grounds without first providing parental permission.

- (12) To be eligible for extra-curricular activities, a student must be in attendance provided that it is a regular school day.

### **ABSENCE BECAUSE OF TRAVEL OR VACATION:**

Students may be excused upon the written request of parents for a trip at the parent's expense if the trip is judged educational by the principal and under the direction of a responsible person. The following conditions must be met:

1. Requests must be made one week in advance of the trip.
2. A travel itinerary is to be provided to help determine the educational value of the trip. A form is provided. (See Appendix C)
3. A family vacation can be up to five (5) days in a school year.

If the principal approves such a trip, homework assignments will be provided in advance or an opportunity to make up work will be given.

## **CHAPTER IV -- REGULATIONS ON CURRICULUM**

Parents who object to having their children exposed to certain portions of courses in science, health, and physical education for religious beliefs, may, by written request, have their children excused from those portions found objectionable. These students shall be assigned other work and can be sent to another supervised room when the portion(s) objected to are a part of the classroom instruction.

### **FLAG SALUTE AND PLEDGE OF ALLEGIANCE**

It is the responsibility of every citizen to show proper respect for his country and its flag.

- (1) Students may decline to recite the Pledge of Allegiance and may refrain from saluting the Flag on the basis of personal belief or religious convictions.
- (2) Students who choose to refrain from such participation shall respect the rights and interest of classmates who do wish to participate.

### **LOCKER INSPECTION AND SEARCH POLICY**

All lockers, desks and storage spaces are and shall remain the property of the school district. As such, students have no expectation of privacy in their lockers.

All students should be aware that because school property (including lockers, desks and storage spaces) is subject to search at any time, there is no reasonable expectation of privacy regarding items placed in school lockers, desks and/or storage spaces. School officials or their authorized agents may conduct random, periodic, or sweeping inspections or searches of all lockers, desks and/or storage spaces without regard to any individualized suspicion.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The Clearfield Area School District has adopted a Student Rights and Responsibilities Procedure. This procedure covers student due process rights. For further information, you may contact the district Administrative Office at 2831 Washington Avenue, PO Box 710 – Clearfield, PA 16830. (814) 765-5511

### **CIVIL RIGHTS**

The Clearfield Board of Education believes that students should be guaranteed certain basic rights, among which are the following:

1. The right to free inquiry and expression.
2. The right to freedom of association.
3. The right to due process.
4. The right to freedom of peaceful assembly and petition.
5. The right to participate (be involved in) in the governance of the school.
6. The right to freedom from discrimination.
7. The right to equal educational opportunity.

### **Due Process**

#### **1. Procedure**

The constitutional rights of students in public school are assured and protected by due process of law. Therefore, a system of constitutionally and legally sound procedures will be maintained with regard to the administration of discipline in the Clearfield Area School District.

#### **2. Student Due Process**

- A. For out-of-school suspensions not exceeding 3 days; in-school suspensions not exceeding 10 days:
  1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
  2. The parents or guardians and the superintendent of the district are notified immediately in writing.
- B. For out-of-school suspensions exceeding 3 days up to 10 days; in-school suspensions exceeding 10 days:
  1. The student is informed orally of the reasons for the suspension and is given a chance to respond.
  2. The parents or guardians and the superintendent of the district are notified immediately in writing.



3. The parents or guardians and the student are notified in writing of the reason(s) for suspension.
4. Sufficient notice of time and place of the informal hearing must be given.
5. There is a right to question any witnesses present at the hearing.
6. There is a right of the student to speak and produce witnesses on his or her own behalf.
7. The district must offer to hold the informal hearing within the first five (5) days of suspension.

In all suspension cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under guidelines set by the district. Also, students on in-school suspension must receive some type of instruction.

C. **Formal Board Hearing** (11 days or more-extended full suspension or expulsion):

Expulsion is exclusion from school by the board of education for a period exceeding 10 school days and may be permanent expulsion from the school rolls. All expulsions require a prior formal hearing under 12.8 (relating to hearings).

1. During the period prior to the hearing and decision of the board of school directors in an expulsion case, the student shall be placed in his normal class except as set forth in subsection 2.
2. If it is determined after an informal hearing that a student's presence in his normal class would constitute a threat to the health, safety, morals or welfare of others and it is not possible to hold a formal hearing within the period of a suspension, the student may be excluded from school for more than ten (10) school days, if the formal hearing is not unreasonably delayed. Any student so excluded shall be provided with alternative education which may include home study.

D. **12.8 - Hearings:**

1. Education is a statutory right, and students must be afforded all appropriate elements of due process if they are to be excluded from school. In a case involving a possible expulsion, the student is entitled to a formal hearing, which is a fundamental element of due process.
2. A formal hearing is required in all expulsion actions. This hearing may be held before the board of school directors or a dually authorized committee of the board, or a qualified hearing examiner appointed by the board.

Where the hearing is conducted by a committee of the board or a hearing

examiner, a majority vote of the entire school board is required to expel a student.

- a. The following due process requirements are to be observed with regard to the formal hearing:
  - Notification of the charges shall be sent to the student's parents or guardian by certified mail.
  - Sufficient notice of the time and place of the hearing must be given.
  - The hearing shall be held in private unless the student or parent requests a public hearing.
  - The student has the right to be represented by counsel.
  - The student has the right to be presented with the names of witnesses against the student, and copies of the statements and affidavits of those witnesses.
  - The student has the right to request that any such witness appear in person and answer questions or be cross-examined.
  - The student has the right to testify and present witnesses on his own behalf.
  - A record must be kept of the hearing, either by a stenographer or by tape recorder. The student is entitled, at the student's expense, to a copy of the transcript.
  - The proceeding must be held with all reasonable speed.

### 3. Confidential Communications

- a. Use of a student's confidential communications to school personnel in legal proceedings is governed by statutes and regulations appropriate to the proceeding.
- b. Information received in confidence from a student may be revealed to the student's parents, the principal or other appropriate authority where the health, welfare or safety of the student or other persons is clearly in jeopardy.

## **Responsibility to Instructional Process**

Student responsibilities include regular school attendance, conscientious effort in classroom work, and conformance to school rules and regulations. Most of all, students share, with the administration and faculty, a responsibility to develop a climate within the school that is conducive to wholesome learning and living.

## **Responsibility to Others**

No student has the right to interfere with the education of his/her fellow students. It is the responsibility of each student to respect the rights of teachers, students, administrators and all others who are involved in the educational process.

## **Specific Responsibilities**

It is the responsibility of the students to:

1. Be aware of all rules and regulations for student behavior and conduct themselves in accord with them.
2. Be willing to volunteer information in matters relating to the health, safety and welfare of the school community and the protection of school property.
3. Dress and groom themselves to meet fair standards of safety and health and so as not to cause substantial disruption to the educational process.
4. Assume that until a rule is waived, altered or repealed, it is in full effect.
5. Assist the school staff in operating a safe school for all students enrolled therein.
6. Be aware of and comply with state and local laws and cooperate with state and local authorities.
7. Exercise proper care when using public facilities and equipment.
8. Attend school daily, except when excused and be on time at all classes and other school functions.
9. Make all necessary arrangements for making up work when absent from school.
10. Pursue and attempt to complete satisfactorily the courses of study elected and also those prescribed by state and local authorities.
11. To express their ideas and opinions in a respectful manner so as not to offend or slander others, avoid inaccuracies in student newspapers or publications and indecent or obscene language.
12. Exercise socially acceptable and respectful manners at all group functions such as athletic events, dramatic presentations, assemblies, concerts, etc.

## **School-Wide Positive Behavior**

Expectations:

- Be Respectful
- Be Responsible
- Be Kind
- Be Ready to Learn

Goals:

- Decrease inappropriate behaviors and increase appropriate behaviors
- Increase attendance rates
- Increase PSSA scores/grade point averages
- Incorporate a specific reward system
- Revisit expectations
- Teach students how to report a problem and get help when needed

### **What is School-Wide Positive Behavior?**

School-Wide Positive Behavior is a systematic approach to create a caring environment in our school building that will encourage positive behaviors and interactions and discourage problem behaviors.

Through SWPB we will work to create and maintain a productive and safe environment in which ALL school community members have clear expectations and understandings of their role in the educational process.

The intent of the program is to recognize students' positive behaviors according to predetermined school-wide expectations. This results in prevention of minor discipline problems and more serious incidents within the school setting. The desired end result is to decrease behavior problems and increase academic performance!

School Wide Positive Behavior support is a different way of handling discipline. In a school setting, it cannot be assumed that students know correct behaviors. Children come from different backgrounds and cultures that view behavior in their own unique ways. Therefore, students are taught appropriate school behaviors and expectations. Students are rewarded when they display the expected behaviors.

#### **School-Wide Positive Behavior at CAE . . .**

- Behavioral expectations are defined and displayed throughout the school.
- Students, staff, and parents are taught the expectations throughout the year.
- Staff members model the expectations for students.
- Students are rewarded for displaying appropriate behavior in school.

Expectations should be demonstrated in the following places:

Classroom  
Hallways

Playground  
Buses

Bathrooms  
Cafeteria

Assemblies

## **T-Chart for Behavior Infractions**

### • **Teacher Managed Behavior**

#### **Inappropriate Language**

Use of vulgar or perverse and offensive language.

#### **Physical Contact/Physical Aggression**

Rough-housing, horseplay, kicking, inappropriate touching, writing on others.

#### **Defiance/Disrespect/Non-compliance**

Repetitively ignoring teacher request, verbally refusing to comply.

#### **Property Misuse**

Poking people with a writing utensil, writing on a desk, breaking pencils/pens, cutting inappropriately.

#### **Technology Violation**

Student is on an off topic website that is still school appropriate.

### • **Office Managed Behavior**

#### **Abusive Language/Inappropriate Language/Profanity**

Any language used in attack against another person.  
Use of the "F" word.

#### **Use/Possession of Alcohol**

Student is in possession or is using alcohol.

#### **Arson**

Pictures or written threats, or in the act

#### **Bomb Threat/False Alarm**

Student delivers a message of possible explosive materials being on-campus, near campus, and/or pending explosion.

#### **Use/Possession of Combustibles**

Matches, lighters, firecrackers, gasoline, lighter fluid.

#### **Insubordination/Non-compliance**

Continual refusal to follow directions, talking back, and/or socially rude interactions.

#### **Disruption**

Disruption includes: sustained loud talk, yelling or screaming, noise with materials, rough-housing and/or sustained out of seat.

#### **Dress Code Violation**

Case by case

#### **Fighting/Physical Aggression**

Hitting, punching, hitting with an object, kicking, hair pulling, scratching.

#### **Forgery/Theft**

Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without that person's permission.

#### **Harassment/Bullying**

Threats, intimidation, obscene gestures, pictures or written notes. Disrespectful messages include negative comments based upon race, religion, gender, age, and/or national origin,

### **Other**

Off task-not working on assignment, but can be redirected.  
Unprepared-not bringing required materials to class.  
Hallway disruption-pushing, yelling, running.  
Unassigned area-Does not match hall pass, not shortest route.

sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.

### **Office Managed Behavior (continued)**

#### **Inappropriate Display of Affection**

Kissing on lips and beyond, behavior of a sexual nature.

#### **Inappropriate Location/Out of Bounds**

Student is in the wrong bathroom, hiding in the stairwells, wrong hallway repeatedly.

#### **Property Damage/Vandalism**

Irreparable damage to property or repeated minor disruption of property.

#### **Skip Class/Truancy**

Student leaves class/school without permission or stays out of class/school without permission.

#### **Technology Violation**

Repeated violation or refusal to comply with teacher request for electronic device, inappropriate website.

#### **Use /Possession of Tobacco**

Student is in possession of or is using tobacco

#### **Use/Possession of Weapons**

Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm

#### **Other**

Administrative discretion.

### **Procedures and consequences for teacher managed behaviors:**

Procedure	Consequences
1. Inform student of expectation and redirect	Take student aside privately "We have expectations to be responsible, respectful, kind and ready to learn, please"
2. Re-teach class or individual	"Our expectations at CAE are to be responsible, respectful, kind and ready to learn" "Who can give me some examples of what that means/looks like?" "Why are these expectations important?"
3. Fill out Bison Reflection Form	Take student aside privately Complete entry on Bison Behavior Form in binder Student and/or teacher fill out the Bison Reflection Form.
4. If 3 <sup>rd</sup> offense-refer to office discipline referral (ODR)	Fill out the office discipline referral (ODR)

## **Procedures and consequences for office managed behaviors:**

Procedures/Consequences
1. Teacher will explain expectations, describe expected behavior and complete office discipline form and send to office ASAP within the day, and make a phone call home.
2. Administrator will contact parents and assign consequences as outlined in student handbook.
3. Go straight to office if extreme incident.

**Once the behavior has been referred to the office . . .**

### **Office Discipline Procedures:**

- 1st offense:** Office phone call home; reteach with guidance counselor.  
**2nd offense:** Office phone call home; time out with guidance counselor. (re-teach & discuss)  
**3rd offense:** Office phone call home; isolated lunch; Parent meeting.

### **Regulations**

1. A suspension shall be defined as "not more than ten (10) consecutive school days."
2. Expulsion shall mean exclusion from school or classes for a period of time exceeding ten (10) days. This may only be assigned by Board action.
3. The principal will place all excluded students on social probation and prohibit them from attending all extracurricular activities which includes but is not limited to graduation, interscholastic athletic competitions, etc. during the period of exclusion.
4. In all suspension cases, the student has the responsibility to make up exams and work missed and must be permitted the right to complete the assignments under guidelines set by the district.
5. Students will be responsible to make up missed assignments within two weeks.

### **Detention**

1. The principal or his/her designate may assign students to remain after normal school hours to make up time, as a punishment, or for other just causes. When assigned, the parents shall be advised in advance of the date(s), time and reason(s) for the action. The responsibility for transportation home will rest with the parent.
2. \*Detention Guidelines -- When a student is absent, the detention is to be made up beginning the first day back to school.

### **Student Fees, Fines and Charges**

1. Any fees, fines or charges assessed for the destruction of property, violation of rules, or specific use of materials, shall be paid promptly by the student and submitted to the teacher. Checks should be made out to the Clearfield Area School District. (Students guilty of violation 777 of the Pennsylvania School Code shall be prosecuted accordingly).
2. No student may receive any transcripts, recommendations, or certificates until all charges have been removed from his record.
3. All books issued to or checked out by a student must be returned in an appropriate condition. Any books not returned shall be replaced by the student at current replacement cost.

### **DISTRICT ALCOHOL/DRUG/TOBACCO POLICY**

\*Please refer to Clearfield Area School District policy 227\*

### **Extracurricular Activities**

All school rules apply during extracurricular activities such as dances, music concerts, plays and athletic events. Students violating school rules during extracurricular activities will face the same disciplinary action as they would during school hours.

### **Transportation**

Transportation for students shall be provided in accordance with the law and the following guidelines:

#### **General Guidelines**

1. All pupils will be provided bus service.
2. The Pennsylvania Department of Transportation shall be the ruling agency to determine which areas are classified as hazardous.
3. All changes in routes and stops will be made by the Transportation Coordinator. If an additional stop is needed or a current stop should be moved to a different location for any reason, a driver may not move it without permission from the Transportation Office.
4. Pupils will not be required to wait longer than thirty (30) minutes from the scheduled time of bus arrival. Pupils should arrive at their designated bus stop five (5) minutes before the scheduled stop time. Upon arrival at the bus stop, students should get in line and use the concepts of good school and community citizenship while awaiting the arrival of the school bus.
5. Pupils in Grade Kindergarten **must have an adult at bus stop or the child(ren) will be returned to the school.**



6. When necessary to cross the road to board the bus, children should wait until the bus comes to a complete stop and wait for the driver to signal that it is safe. Children should cross the road no less than ten (10) feet in front of the school bus.
7. Crossing guards are provided where pupils are required to cross busy streets in large numbers. (The crossing guards are employed by the respective municipalities, and the cost is shared by the Clearfield Area School District.)
8. The school district does not provide or maintain bus shelters; however, the district does not object to private parties erecting bus shelters providing they are placed at approved bus stops. Students should remain in the designated bus stop areas and abide by the rights of property owners in the vicinity.
9. The School Board reserves the right to make all final transportation decisions.

### **Student Bus Transfers**

Transportation for pupils shall be limited to and from place of residence except on a space available basis. Requests to be picked up or dropped off at a different stop or route must be submitted to and approved by the Transportation Office or the building Principal or designee. Bus drivers will not accept notes from parents or students for changes in transportation arrangements. Priority will be given to emergency situations.

(The following procedure was developed on March 13, 1996, and the intent is to ensure the safety and welfare of the students by providing an accurate roster for each bus on a daily basis while accommodating parent requests as much as possible.)

- A. Parent request for student to ride the bus to or from a different stop (temporarily).
  1. Student will submit a written note signed by the parent explaining the reason for the request.
  2. The Principal or head teacher will verify the request with the parent by phone if he/she has any questions.
  - 2.5 See Part B.
  3. The Principal or secretary will file the note to be maintained through June and will complete a “blue” form which the student gives to the bus driver.
  4. The bus driver places the “blue” form in the roster folder and then submits the “blue” form to the bus terminal manager upon return.
  5. The bus terminal manager will maintain the file through June.
- B. Parent request for student to ride a different bus (temporarily).
  1. Steps A 1-5 apply.
  2. Add step 2.5 as follows:

The Principal/office or head teacher will contact the transportation office to verify that the “different bus” has space available.

## Clearfield Area Elementary School Bus Information

### **BUS SERVICE AND DISCIPLINE**

School bus transportation to and from school will be provided by Fullington Bus Company. Bus transportation is a **PRIVILEGE** offered to all k-6 students at CAE. Safety is our number one priority and students will have the opportunity to ride the bus as long as they display behavior(s) that are responsible and safe. Choosing to behave inappropriately will result in consequences defined below. In the event of a bus suspension, loss of riding **privilege**, the parents/guardians will be responsible for transporting the student(s) to and from school. Parents/guardians will be notified by phone or letter for any and all bus infractions.

The bus driver is responsible for the safety of the students on his/her bus and for monitoring disciplinary problems with students on the bus. The Clearfield Area Elementary school encourages the bus drivers to work with individual students to resolve behavioral problems that occur. If a problem persists, the bus driver will fill out a bus disciplinary referral and forward the referral to school administration. The administration will confer with the student, and possibly the driver, to resolve the situation.

Unless bus **privileges** have been suspended for disciplinary reasons, it is the expectation that all students will ride the bus to and from school. **STUDENTS ARE NOT PERMITTED, BY LAW, TO WALK OR RIDE BICYCLES TO AND FROM THE CLEARFIELD AREA ELEMENTARY SCHOOL.**

Please review the bus rules and expectations with your child. Reinforcement and support from the parents and guardians will help the school provide safe and disciplined bus travel.

### **BUS RULES and EXPECTATIONS**

Students will follow the directions of the bus driver (including substitute drivers).

Students will remain seated while the bus is in motion.

Students will sit and ride in their assigned seats.

Students will sit facing forward.

Students will ride their designated bus route (unless exceptions were made with transportation coordinator).

Students will not put any objects out the bus windows (including arms, legs, and feet).

Students will keep all carry-on items out of the aisle. (backpacks, music instruments, etc)

Students will notify the bus driver of any injury sustained while riding the bus.

Students will talk with an appropriate, non-disrupting, indoor voice level.

## **BUS CAMERAS**

Audio/Video cameras may be placed on any school bus in order to help provide a safe and orderly environment. They will be used to monitor student behavior and to provide student safety while riding the bus. Students and parents will be notified of the use of audio/video cameras on school buses at the beginning of each school year through the student handbook. Additionally, a notice of the use of audio/video cameras will be posted on each bus. School administrators and/or transportation personnel will view the audio/video tapes. Should student misconduct be evident, the student will be disciplined according to the student handbook and parents will be notified.

## **BUS STOPS**

The school is responsible for the students once they board the bus. Fighting and other incidents that occur at the bus stop are considered a community issue. In severe cases parents/guardians may need to call the police.

Kindergarten students will be released from the bus at the end of the day only if a designated parent or responsible adult is present at the stop. If no one is present, the bus will transport the student back to the school. The bus driver may contact the school prior to transporting back so an attempt to reach the parent/guardian can be made.

## **BUS INFRACTIONS – Level 1**

Inappropriate language/Profanity

Inappropriate physical contact

Unnecessary noise

Disobeying bus driver

Spitting and littering

Out of assigned seat

Throwing objects inside the bus or out of the bus

Disrespectful behavior towards driver or other students

Other behaviors related to the safety and well-being of others, including driver

## **CONSEQUENCES – Level 1 (administrative discretion)**

1<sup>st</sup> offense – Student Conference, Review Expectations, Warning

2<sup>nd</sup> offense – Student Conference, Parent Contact, Final Warning

3<sup>rd</sup> offense – Student Conference, Parent Contact, Isolated Lunch

4<sup>th</sup> offense – Student Contact, Parent Contact, Loss of riding privilege = 1-day

5<sup>th</sup> offense - Same as above except loss of riding privilege = 3-days

6<sup>th</sup> offense – Same as above except loss of riding privilege = 5-days

7<sup>th</sup> and beyond – Loss of riding privilege at administrator’s discretion

### **BUS INFRACTIONS – Level 2 (will be handled per school policy in addition)**

Violence/Assault/Fighting\*

Destruction of property

Possession of a weapon\*

Possession of tobacco\*

Lighting matches or lighter or smoking on the bus\*

Outright disrespect and defiance towards bus driver

### **CONSEQUENCES – Level 2 (administrative discretion)**

1<sup>st</sup> Offense – Student conference, Parent contact, Automatic 1-3 day(s) loss of riding privilege

2<sup>nd</sup> Offense – Same as above except 3-5 day loss of riding privilege

3<sup>rd</sup> Offense – Could result in loss of riding privilege for remainder of year.

*\*Violence/Assault/Fighting, Possession of a weapon or tobacco or paraphernalia, will be handled on an individual basis regardless of any or no prior incidents. This could result in loss of riding privileges for the year and/or suspension/expulsion from school. School policy will be enforced.*

### **Safety and behavior rules must be followed to maintain riding privileges.**

#### **Student Drop-Off and Pick-Up**

Students are to be dropped off and picked up at rear of building unless after 8:45 and before 3:15. Person(s) picking up student must have school provided “pick-up tag” or you will need to go to CAE office and show identification. Please be safe and keep traffic moving.

During school hours, students must be dropped off and picked up by an authorized parent or guardian in the main office.

## **Child Care Arrangements**

Transportation to and/or from the home of a babysitter will be provided if the following guidelines are followed:

1. After initial routes and runs have been established for the new school year, adequate seating space must be available to accommodate child care requests. Children who legally reside along the bus route will receive priority.
2. No added routes, route mileage, or buses will be added. Children will be boarded or discharged at the closest existing stop to their child care site.
3. No additional stops will be added unless the bus is passing the child care location and an unsafe walking condition is present.
4. All child care arrangements will be on a permanent five (5) day a week basis.
6. All child care arrangements shall be made through the student's school in writing by the parent or guardian and authorized by the Transportation Department.

## **Activity Trips -- Chaperone**

The Superintendent shall promulgate rules to govern the number of chaperones to accompany students in connection with school related activities.

1. Chaperones accompanying students on school sponsored activities also assume certain responsibilities and are given authority in several areas as directed by the Board of Education.  
The person in charge of an activity shall be in charge of the bus or buses, and the chaperones shall see that the instructions of the person in charge are carried out.
2. As representatives of the Clearfield Area School District, chaperones are authorized to:
  - a. help implement the Clearfield Area School District Conduct Policy.
  - b. help implement the Clearfield Area School District Transportation Policy.
  - c. stop the vehicle if in their opinion the vehicle is in an unsafe condition or is being operated unsafely. The chaperone should report the unsafe condition to the district representative in charge or stop the vehicle until the unsafe condition has been rectified or alternate transportation is arranged.
3. Chaperones are responsible:
  - a. for the safety and conduct of pupils in their charge.

- b. for their own personal conduct and appearance.
- c. to see that students are transported in a safe manner.
- d. to see that students' needs are taken care of in case of an accident or emergency.
- e. to carry out the instructions of the representative of the school district in charge of the activity.
- f. to report to the representative of the school district in charge any misconduct of students or unsafe conditions with either the driver or vehicle transporting the students.

### **Weather Related Problems**

1. If for some reason the driver is unable to return the pupils to the proper discharge point, the pupils shall be transported back to a school or the bus garage, unless the parent has been notified in advance and provides other directions. The driver shall remain with the pupils and shall attend to their safety until relieved by a responsible supervisor or the pupil's parents.
2. If a driver is unable to pick up a pupil at a properly designated point, the pupil will remain at home. If the parent transports the pupil to a place of pick up other than the normal place, or to the school, the parent shall also assume the responsibility of transporting the pupil home from the same location unless the road conditions modify adequately to permit the driver to deliver the pupils to the normal discharge point.

### **FIELD TRIP POLICY**

Administrators have the right to prohibit any student from attending a field trip because of disciplinary problems.

Any child eliminated may be assigned to an alternative classroom for that day.

### **HARASSMENT (UNLAWFUL) POLICY, STUDENT**

It is the policy of the Clearfield Area School District to maintain a safe learning and working environment which is free from sexual and other forms of unlawful harassment. All forms of unlawful harassment are hereby prohibited. Any student in the district who engages in conduct which constitutes unlawful harassment shall be subjected to disciplinary action up to and including expulsion. Any student in the district who is subjected to unlawful harassment by other students, district employees, non-district employees (vendors, contractors, volunteers, etc.) in the course of his or her attendance at school, shall have the right to file a complaint under Section VI, as described below, as well as the right to have that complaint promptly, thoroughly, and confidentially investigated.

## **Definition of Unlawful Harassment**

Unlawful harassment is a form of discrimination prohibited by Title IX of the Education Amendments of 1972; the Pennsylvania Human Relations Act, 43 P.S. Sections 951-963; the Code of Conduct for Education, 22 PA Code Section 235.10, 22 PA Code Sections 12.1 et. Seq. The following behaviors represent, but are not inclusive of what constitutes unlawful harassment for the purposes of this policy:

1. The term unlawful harassment includes, but is not limited to, slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual's race, color, religion, ancestry, sex, national origin, age, or disability.
2. Special attention is called to the prohibition of sexual harassment. Examples of sexual harassment include but are not limited to:
  - (a) Submission of such conduct is explicitly or implicitly required of the recipient; or
  - (b) Submission to or rejection of such conduct is used as the basis of school or work related decisions affecting the recipient; or
  - (c) Such conduct has the purpose or effect of unreasonably interfering with the recipient's school performance or of creating an intimidating, hostile, or offensive learning and working environment.
3. Specific examples of sexual harassment include but are not limited to:
  - (a) Sexual flirtations, advances, touching, or propositions;
  - (b) Verbal abuse of a sexual nature;
  - (c) Graphic or suggestive comments about an individual's dress or body;
  - (d) Sexually degrading words to describe an individual; and/or
  - (e) Jokes, pin-ups, calendars, objects, graffiti, vulgar statements, abusive language, innuendoes, references to sexual activities, overt sexual conduct, or any conduct that has the effect of unreasonable interfering with a student's ability to work or learn or which creates an intimidating, hostile, or offensive learning or working environment.

## **Consequences of Violation**

Any student in the Clearfield Area School District who is found to have engaged in conduct constituting sexual or other forms of unlawful harassment may be subject to disciplinary action up to and including expulsion. In addition, any student found to have violated this policy may be required to participate in educational activities and/ or counseling services related to

sexual or other forms of unlawful harassment as part of any discipline imposed. Determination of the appropriate disciplinary sanctions or educational requirements shall be based upon the circumstances of the individual case, considering the following factors among others:

1. Severity of the misconduct;
2. Pervasiveness or persistence of the misconduct;
3. Effect on the victim or victims;
4. Intent of the perpetrator

### **Complaint Procedure**

- A. The building principal shall be the person to receive sexual and other forms of unlawful harassment complaints from staff and students in that building and shall be referred to as the "designated" individual. Students shall also be informed that they may lodge sexual and other forms of unlawful harassment complaints with other appropriate individuals in the building or district, including teachers, counselors, nurses, or administrators. Each school year, students shall be notified of the identity of the "designated" individual as well as the other individuals with whom they can lodge a complaint, and shall be informed that these individuals are available to receive sexual and other forms of unlawful harassment complaints, answer questions concerning sexual and other forms of unlawful harassment, and assist the principal in resolving problems within the building. Unlawful harassment complaint forms shall be made available in each school office for individuals who prefer to file such complaints in writing; however, the District understands that some individuals may prefer to file a verbal complaint.
- B. Complaints involving student-to-student unlawful harassment which are lodged at the classroom or building level may be resolved informally. If an informal resolution is satisfactory to the complainant and/or complainant's parents, no further investigation or action by the District is required.
- C. Sexual and other forms of unlawful harassment complaints filed by students against District employees shall be investigated promptly, thoroughly and confidentially.
- D. Complaints which are referred to the Building Principal shall be investigated immediately under the general supervision of the CLEARFIELD AREA SCHOOL DISTRICT Superintendent. The investigation shall include, but not be limited to, the following:
  1. Interview of complainant
  2. Interview of accused
  3. Interview of any other persons with personal knowledge of the allegations of the complaint
- E. All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly and confidentially investigated and corrective action will be taken as deemed appropriate. Any students or employees involved in such an investigation shall be required to maintain strict confidentiality. The privacy of persons involved in the



complaint will be kept as confidential as possible, consistent with the District's legal obligations and the necessity to investigate allegations and to take disciplinary actions where the unlawful harassment has occurred.

**All sexual and other forms of unlawful harassment complaints shall be promptly, thoroughly, and confidentially investigated.**

**Disposition of Complaint**

- A. In all cases investigated, a report of the investigation shall be made in writing to the Superintendent.
- B. If the Building Principal finds evidence that unlawful harassment may have occurred, the Superintendent shall be so notified. The Superintendent and/or building principal shall determine what, if any, unlawful harassment has occurred, the suitable remediation and/or discipline. Any disciplinary action shall be subject to limitations of the Student Code of Conduct, School Code, State Board regulations and other applicable law, and any applicable collective bargaining agreement. All records of such findings will be subject to the provisions of District policies pertaining to maintenance and dissemination of student information.
- C. If the Building Principal does not find evidence that unlawful harassment has occurred the Superintendent shall be so notified. Under no circumstances shall any record of a complaint which is found to be without basis be placed in an accused student's record or released to any person other than the Superintendent or the building principal, without consent of the accused, or unless required by law.
- D. If the investigation is inconclusive, the Building Principal shall so state in his report. The Superintendent and/or building principal may at their discretion require non-disciplinary educational activities to be conducted as a result of an inconclusive investigation. Under no circumstances shall the accused or the complainant be disciplined based upon an inconclusive investigation.
- E. If it is concluded that the accused is not guilty of unlawful harassment, and that the complaint was lodged in bad faith, the Superintendent and/or building principal may impose suitable discipline on the complainant, subject to limitations of the Student Code of Conduct and other applicable laws. In addition, if the Building Principal finds evidence that the accused retaliated against the complainant in any way because of the complaint, then the Superintendent and/or building principal may impose disciplinary action on the accused with the same limitations described above.

### **Dress and Grooming**

The Board of School Directors recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the rights of students and their parents to make decisions regarding their appearance except when their choices affect the educational program of the schools or the health and safety of others. The Board authorizes the Superintendent to enforce school regulations prohibiting student dress or grooming practices which present a hazard to the health or safety of the student him/ herself or to others in the school; materially interfere with school work, create disorder, or disrupt the educational program; cause excessive wear or damage to school property; and prevent the student from achieving his/her own educational objectives because of blocked vision or restricted movement.

Students may be required to wear certain types of clothing while participating in physical education classes, shops, extracurricular activities, or other situations where special attire may be required to ensure the health and safety of the student.

The Board, in order to reduce disruption of the educational process and the risk of potential health and safety hazards, directs the staff and administration to enforce the following student dress guidelines:

1. There shall be no clothing worn depicting the following:
  - (a) Drug, alcohol or tobacco messages.
  - (b) Suggestive or profane messages
  - (c) No clothing or insignia related to racist or hate groups.
  - (d) Clothing depicting violence.
2. Consistent with the current weapons policy, there shall be no chains worn other than those designed as jewelry.
3. All clothing shall be worn as designed. Specifically pants, slacks and shorts shall be worn with the belt line at the waist. Additionally, pants and slacks shall be worn so as to not extend over the heel of the shoe.
4. Earrings and body rings worn in a location other than the ears are not allowed. Specifically, those worn in the nose, eyebrows, tongue, cheek, or any other visible location besides the ears are not acceptable.
5. Hair colors and styles that cause a distraction or pose a danger are not permitted.
6. Out of respect to fellow students and faculty, all students are required to maintain their personal hygiene.
7. No tears above finger-tip length are permitted.
8. The mid-riff area shall not be exposed. This means exactly what it states - ***“no part of the stomach should be exposed”***.
9. Footwear shall be worn at all times. Please send your child to school with appropriate footwear. (sneakers on P.E. day, etc.)

10. Pajama pants are not permitted. (Exceptions may occur i.e. pajama day)
11. Hats, headbands, and bandanas shall not be worn inside the building.
12. See through (mesh) tops shall not be worn. All shirts must have at least 1" sleeves. No spaghetti strap shirts or dresses are permitted without an appropriate cover.

In the event that a student believes his/her First Amendment rights are abridged by the application of this policy, such student shall notify the principal of this claim and arrangements shall be made promptly for the student to demonstrate:

1. That s/he has a particular message that s/he wishes to convey.
2. That there is likelihood that the message will be understood by those who view the message.
3. That there is no other less disruptive method of presenting the communicated message.
4. That the health and safety of the student individually or of the student body as a whole would not be impaired by the communication.

Prior to meeting with the principal on the matter, it shall be mandatory for the student to comply in all respects with the aforementioned Student Dress Code Policy. After completion of the meeting, the principal shall inform the student of whether the issue s/he has raised warrants modification of the policy to permit the particular message to be expressed.

## **BULLYING**

(Please refer to Clearfield Area School District policy 249)

The Clearfield Area School District is taking the viewpoint that bullying will not be tolerated in our schools. The district's Board of Directors has approved a district-wide policy based on the four rules of bullying established by the Olweus Bullying Prevention Program. These rules, outlined below, are the four rules of bullying for all of our district's schools.

### **The Four Rules of Bullying**

1. We will not bully others.
2. We will try to help students who are bullied.
3. We will try to include students who are left out.
4. If we know that someone is being bullied, we will tell an adult at school and an adult at home.

## **SPECIAL EDUCATION**

Special Education services are provided for students in need of specially designed instruction. These students are evaluated and recommended for special education services by a school psychologist and a team of school personnel.

If you believe your child is in need of special education services, as defined below, please submit a written request to your building principal.

### **PROGRAMS FOR ELIGIBLE OR PROTECTED HANDICAPPED STUDENTS**

#### **Notice to Parents of Children Who Reside in Clearfield Area School District**

In compliance with the state and federal law, notice is hereby given by the Clearfield Area School District that it conducts ongoing identification activities as a part of its school program for the purpose of identifying students who may be in need of special education and related services (eligible students). If your child is identified by the District as possibly in need of such services, you will be notified of applicable procedures. Individualized services and programs are available for children who are determined to need specially designed instruction due to the following conditions:

1. Autism/pervasive development disorder.
2. Blindness or visual impairment.
3. Deafness or hearing impairment.
4. Development delay.
5. Mentally gifted.
6. Mental Retardation.
7. Multi handicapped.
8. Neurological impairment.
9. Other health impairments.
10. Physical disability.
11. Serious emotional disturbance.
12. Specific learning disability.
13. Speech and language impairment.

If you believe that your school-age child may be in need of special education services and related programs, or your child (age 3 to school-age) may be in need of early intervention, screening and evaluation processes designed to assess the needs of the child and his/her eligibility are available to you at no cost, upon written request. You may request screening and evaluation at any time, whether or not your child is enrolled in the District's public school program. Requests for evaluation and screening are to be made in writing to your child's principal.

In compliance with state and federal law, the Clearfield Area School District will provide to each protected handicapped students without discrimination or cost to the student or family, those related aids, services or accommodations which are needed to provide equal opportunity to participate in and obtain the benefits of the school program and extracurricular activities to the maximum extent appropriate to the student's abilities. In order to qualify as a protected handicapped student the child must be school age with a physical or mental disability which substantially limits or prohibits participation in or access to an aspect of the school program. These services and protections for "protected handicapped student" are distinct from those applicable to all eligible or exceptional students enrolled (or seeking enrollment) in special education programs.

For further information on the rights of parents and children, provision of services, evaluation and screening (including purpose, time and location), and rights to due process procedures, you may contact in writing your building principal.

**Confidentiality:** All information gathered about your child is subject to the confidentiality provisions contained in federal and state law. The District has policies and procedures in effect governing the collection, maintenance, destruction and disclosure to third parties of this information. For information about these policies and procedures, as well as rights of confidentiality and access to educational records, you may contact in writing the building principal.

**CIVIL RIGHTS  
TITLE IX & SECTION 504  
DISCRIMINATION INFORMATION**

The Clearfield Area School District is an equal opportunity education institution and will not discriminate on the basis of race, color, national origin, sex, and handicap in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504.

For information regarding Civil Rights or grievance procedures, contact the Title IX coordinator or Section 504 coordinator at 2831 Washington Avenue, Clearfield, PA 16830, (814 - 765-5511). For information regarding services, activities, and facilities that are accessible to or usable by handicap persons, please contact the Title IX and Section 504 coordinator (814 - 765-5511).

**FEDERAL ASBESTOS HAZARD EMERGENCY RESPONSE ACT**

In compliance with the Federal Asbestos Hazard Emergency Response Act, the Clearfield Area School District has submitted a management plan for the school district which details the testing, results and projected action plans to be undertaken. This plan is available for inspection in the Superintendent's Office at 438 River Street during regular business hours. Any questions regarding this plan should be addressed to the district's administrative offices at 2831 Washington Avenue, Clearfield, PA 16830. Telephone number - 765-5511.

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**  
(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

-----  
**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**  
(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**  
(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

-----  
**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**  
(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**

(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

-----  
**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**

(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_



**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**  
(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

-----  
**CLEARFIELD AREA SCHOOL DISTRICT EXCUSE FORM**  
(Return within 3 school days of absence)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Full Name (Last, First and Middle)

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Room No.

\_\_\_\_\_  
Date(s) of Absence

Teacher: \_\_\_\_\_

Reason for Absence:

Signature of Parent/Guardian: \_\_\_\_\_

## Authorization for **Medication** during school hours

- All Medication must be in the proper container labeled by the manufacturer or pharmacy. No medication will be administered from baggies.
- For prescription medications, a written order from the student's physician is also required (the student's physician may fax it to 814-762-8037).

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Name of Child

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Name of Medication - as shown on the Pharmacy or Manufacturer label

---

Time to be given

Dosage

---

Description of medication: pill, capsule, liquid, inhaler, etc.

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For prescription medication only: Name and phone number of prescribing physician

---

Date

Signature of Parent/Guardian

### **INHALERS**

My child's physician has deemed it necessary that he/she must self-carry and self-administer this medication. My child is aware of proper usage and administration of the inhaler.

---

Date

Signature of Parent or Guardian

\*\*\* Should you be planning on traveling or vacationing with your child(ren) during the school year, please complete and return the form attached below. Please refer to the section on "Absence Because of Travel or Vacation" before you complete this form.

**Request for Excused Absence for Family Vacation/Travel**

I am requesting that the anticipated absence of:

Student's Name \_\_\_\_\_ Grade \_\_\_\_\_

Teacher \_\_\_\_\_ School \_\_\_\_\_

be considered an "Excused" absence because of the educational value of the trip.

The date(s) of the absence will be \_\_\_\_\_

My child will return to school on \_\_\_\_\_

The travel itinerary includes the following. (Use back of form if necessary).

**A. Locations to be Visited**

**B. Specific Items of Educational Value**

1. \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

4. \_\_\_\_\_

I understand that homework assignments will be provided in advance or an opportunity to make up work with no penalty will be available.

Parent's Signature: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Date: \_\_\_\_\_

**Number of Request(s):**

**Number of Days:**

**Total Number of Days:**

1 2 3 4 5

**\*\*\*IN ORDER TO BE AN EXCUSED ABSENCE, THIS FORM MUST BE SUBMITTED TO AND APPROVED BY THE PRINCIPAL ONE (1) WEEK PRIOR TO THE TRIP.**

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## **Policy 819. SUICIDE AWARENESS, PREVENTION AND RESPONSE**

ADOPTED: February 22, 2016

### **Purpose :**

The Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; establish methods of prevention, intervention, and response to suicide or suicide attempt; and to promote access to suicide awareness and prevention resources.

### **Authority**

In compliance with state law and regulations, and in support of the district's suicide prevention measures, information received in confidence from a student may be revealed to the student's parents/guardians, the building principal or other appropriate authority when the health, welfare or safety of the student or any other person is deemed to be at risk.

### **Guidelines**

The district shall utilize a multifaceted approach to suicide prevention which integrates school and community-based supports.

The district shall notify district employees, students and parents/guardians of this policy and shall post the policy on the district's website.

## **SUICIDE AWARENESS AND PREVENTION EDUCATION**

### Protocols for Administration of Student Education

Students shall receive age-appropriate education on the importance of safe and healthy choices, coping strategies, how to recognize risk factors and warning signs, as well as help-seeking strategies for self or others including how to engage school resources and refer friends for help.

Lessons shall contain information on comprehensive health and wellness, including emotional, behavioral and social skills development.

### Protocols for Administration of Employee Education

All district employees, including but not limited to secretaries, coaches, bus drivers, custodians and cafeteria workers, shall receive information regarding risk factors, warning signs, response procedures, referrals, and resources regarding youth suicide prevention.

As part of the district's professional development plan, professional educators in school buildings serving students in grades K through twelve (12) shall participate in four (4) hours of youth suicide awareness and prevention training every five (5) years.

Additional professional development in risk assessment and crisis intervention shall be provided to guidance counselors, district mental health professionals, school nurses, and principals.

### Resources for Parents/Guardians

The district may provide parents/guardians with resources including, but not limited to, health promotion and suicide risk, including characteristics and warning signs; and information about local behavioral/mental health resources.

## METHODS OF PREVENTION

The methods of prevention utilized by the district include, but are not limited to, early identification and support for students at risk; education for students, staff and parents/guardians; and delegation of responsibility for planning and coordination of suicide prevention efforts.

### Suicide Prevention Coordinators

#### District-Wide –

A district-wide suicide prevention coordinator shall be employed by the District. This may be an existing district employee. The district suicide prevention coordinator shall be responsible for planning and coordinating implementation of this policy.

#### Building Level –

Each building principal shall designate a school suicide prevention coordinator to act as a point of contact in each school for issues relating to suicide prevention and policy implementation. This may be an existing district employee, preferably a guidance counselor working with the school's Student Assistance Program.

### Early Identification Procedures

Early identification of individuals with one (1) or more suicidal risk factors or of individuals exhibiting warning signs, is crucial to the district's suicide prevention efforts. To promote awareness, district employees, students and parents/guardians should be educated about suicidal risk factors and warning signs.

**Risk factors** refer to personal or environmental characteristics that are associated with suicide including, but not limited to:

#### Behavioral Health Issues/Disorders:

- Depression.
- Substance abuse or dependence.
- Previous suicide attempts.
- Self-injury.

#### • Personal Characteristics:

- Hopelessness/Low self-esteem.
- Loneliness/Social alienation/isolation/lack of belonging.
- Poor problem-solving or coping skills.
- Impulsivity/Risk-taking/recklessness.

#### • Adverse/Stressful Life Circumstances:

- Interpersonal difficulties or losses.
- Disciplinary or legal problems.
- Bullying (victim or perpetrator).
- School or work issues.
- Physical, sexual or psychological abuse.
- Exposure to peer suicide.

#### • Family Characteristics:

- Family history of suicide or suicidal behavior.
- Family mental health problems.
- Divorce/Death of parent/guardian.
- Parental-Child relationship.

**Warning signs** are indications that someone may be in danger of suicide, either immediately or in the near future. Warning signs include, but are not limited to:

- Expressions such as hopelessness, rage, anger, seeking revenge, feeling trapped, anxiety, agitation, no reason to live or sense of purpose.
- Recklessness or risky behavior.
- Increased alcohol or drug use.
- Withdrawal from friends, family, or society.
- Dramatic mood changes.

#### Referral Procedures

Any district employee who has identified a student with one (1) or more risk factors or who has an indication that a student may be contemplating suicide, shall refer the student for further assessment and intervention to the building level school suicide prevention coordinator.

#### Documentation

The district shall document the reasons for referral, including specific warning signs and risk factors identified as indications that the student may be at risk. All referrals will be forwarded to the District wide coordinator for review and coordination of District efforts.

### **METHODS OF INTERVENTION**

The methods of intervention utilized by the district include, but are not limited to, responding to suicide threats, suicide attempts in school, suicide attempts outside of school, and completed suicide. Suicide intervention procedures shall address the development of an emotional or mental health safety plan for students identified as being at increased risk of suicide.

#### Procedures for Students at Risk

A district-approved suicide assessment instrument may be used by trained mental health staff such as counselors, psychologists, social workers.

Pol. 806 Parents/Guardians of a student identified as being at risk of suicide shall be notified by the school. If the school suspects that the student's risk status is the result of abuse or neglect, school staff shall immediately notify Children and Youth Services.

The district shall identify mental health service providers to whom students can be referred for further assessment and assistance.

**Mental health service providers** – may include, but not be limited to, hospital emergency departments, psychiatric hospitals, community mental health centers, psychiatrists, psychologists, social workers, and primary care providers.

The district shall create an emotional or mental health safety plan to support a student and the student's family if the student has been identified as being at increased risk of suicide.

#### Students With Disabilities

For students with disabilities who are identified as being at risk for suicide or who attempt suicide, the appropriate team shall be notified and shall address the student's needs in accordance with applicable law, regulations and Board policy.

If a student is identified as being at risk for suicide or attempts suicide and the student may require special education services or accommodations, the Director of Special Education shall be notified and shall take action to address the student's needs in accordance with applicable law, regulations and Board policy.

#### Documentation

The district shall document observations, recommendations and actions conducted throughout the intervention and assessment process including verbal and written communications with students, parents/guardians and mental health service providers.

The Superintendent or designee shall develop administrative regulations providing recommended guidelines for responding to a suicide threat.

### **METHODS OF RESPONSE TO SUICIDE OR SUICIDE ATTEMPT**

The methods of response to a suicide or a suicide attempt utilized by the district include, but are not limited to:

1. Identifying and training the school crisis response/crisis intervention team.
2. Determining the roles and responsibilities of each crisis response team member.
3. Notifying students, employees and parents/guardians.
4. Working with families.
5. Responding appropriately to the media.
6. Collaborating with community providers.

The Superintendent or designee shall develop administrative regulations with recommended guidelines for responding to a suicidal act or attempt on school grounds or during a school-sponsored event.

#### Re-Entry Procedures

A student's excusal from school attendance after a mental health crisis and the student's return to school shall be consistent with state and federal laws and regulations.

A district-employed mental health professional, the building principal or suicide prevention coordinator shall meet with the parents/guardians of a student returning to school after a mental health crisis, and, if appropriate, meet with the student to discuss re-entry and applicable next steps to ensure the student's readiness to return to school.

When authorized by the student's parent/guardian, the designated district employee shall coordinate with the appropriate outside mental health care providers.

The designated district employee will periodically check in, as needed, with the student to facilitate the transition back into the school community and address any concerns.

### **REPORT PROCEDURES**

Effective documentation assists in preserving the safety of the student and ensuring communication among school staff, parents/guardians and mental health service providers.

When a district employee takes notes on any conversations or situations involving or relating to an at-risk student, the notes should contain only factual or directly observed information, not opinions or hearsay.

As stated in this policy, district employees shall be responsible for effective

documentation of incidents involving suicide prevention, intervention and response.

The suicide prevention coordinator shall provide the Superintendent with a copy of all reports and documentation regarding the at-risk student. Information and reports shall be provided, as appropriate, to guidance counselors, district mental health professionals and school nurses.

### **SUICIDE AWARENESS AND PREVENTION RESOURCES**

A listing of resources regarding suicide awareness and prevention shall be attached to this policy.